

SOLICITATION/MODIFICATION OF CONTRACT

28	No.	3. Effective Date 06 Oct 1998	4. Requisition/Purchase Req No. 193C98C0002	5. Project No. (if applicable)
6. Issued By Dept. of Commerce, PTO ation Tech. Contracts box 14 Washington, DC 20231	CODE Procure	7. Administered By (if other than item 6)		

8. Name and Address of Contractor (No., street, city, county, State, ZIP) PRC INC. 1500 Planning Research Drive McLean, VA 22102	<input type="checkbox"/> 9A. Amendment of Solicitation No. <input type="checkbox"/> 9B. Dated (see item 11) <input checked="" type="checkbox"/> 10A. Modification of Contract/Order No. 50PBPT800005 / <input checked="" type="checkbox"/> 10B. Dated (see item 13) 11 Dec 1997
CODE	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers: ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. 52.243-2 Changes - Cost Reimbursement, Alternate I, August 1987
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (organized by UCF section headings, including solicitation/contract subject matter where feasible).

The purpose of this modification is to :

- (1) Replace key personnel listed in H.2 Key Personnel of the contract; and
- (2) Add contract deliverable to F.5 Contract Deliverables; and
- (3) Add attachment to J.1 (A) List of Attachments That Are Hereby Made A Part of This Contract.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name and Title of Signer (type or print)	16A. Name and Title of Contracting Officer (Type or print) Sylvia Van Dyke		
15B. Contractor/Officer	15C. Date Signed	16B. United States of America <i>Sylvia G. Van Dyke</i> (Signature of Contracting Officer)	16C. Date Signed 06 Oct 1998

Signature of person authorized to sign)
TION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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The contract is revised as follows:

(1) H.2 Key Personnel

Replace No. 4, Principal Information Technology Security Engineer -

E4

(2) Add contract deliverable No. 9 to F.5(A) "Contract Deliverables"

9. USPTO/TPPOS Contractor Actuals Data File Requirements.

(3) Add attachment No. 9, USPTO/TPPOS Contractor Actuals Data File Requirements to J.1(A) "List of Attachments That Are Hereby Made A Part of This Contract".

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USPTO/TPPOS Contractor Actuals Data File Requirements
Updated November 1997

A. Actuals are provided monthly via flat ASCII file.

1. The file is due on the 18th of each month and contains data for the previous month.
2. The format is Comma Separated Values.
3. Quotation marks surrounding individual values are optional.
4. Do not format dollar values with commas (,) or dollar signs (\$).

B. The following fields must be provided in the order shown:

1. Contractor Code - Contact TPPOS, who will assign a four-character code . Some acceptable values:

PRCI - Planning Research Corp, Inc.	GALX - Galaxy
SAIC - SAIC	COMP - Compass
LEAD - Leads	TROY - Troy Systems
SGNL - Signal Corporation	MITE - Mitech
FEDS - Fedsim	

2. Month and Year (Format MMM-YY)
3. Program Code
4. Actual Hours
5. Actual Labor Dollars (Fully Loaded)
6. Actual Non-Labor Dollars (ODC's, Material, Services)

Sample data is provided in Section E.

C. If a contractor needs to re-submit a revised or corrected file, re-submission will be accepted provided the corrected file contains data for a single reporting period, e.g., September 1995, and contains all actuals for that period.

D. Files are named using the following convention:

`<code>_act.<month>`

The `<code>` is an acceptable contractor code, as shown under section B above.

The `<month>` is a three letter code identifying the reporting month, i.e., the month identified to the data contained in the file.

For example: file `prci_act.sep` contains September actuals from PRC, i.e., actuals reported *against* the month of September, *not* actuals that were provided *in* the month of September.

Using this convention, even if a re-submission is required several months later, the file name always identifies *what* the file contains, not *when* the file was created.

E. Sample Data File:

```
XXXX,OCT-97,ABCGB0,148,1327.8,1200.50
XXXX,OCT-97,ABCGB0,227,2582.25,2218.72
XXXX,OCT-97,ABCGA0,33,570.67,65748.87
XXXX,OCT-97,ABCGA0,122,1199.4,418.22
```

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